

CASE

Meeting Minutes

March 31, 2021 at 1:00pm

Attendees: Allie Michael, Corey Choate, Lori Smith, Tabitha Sweitzer, Dennis Brunett, Crystal Faulkner, Melissa Earnest, Ashlee Spearman, Sarah Bourne, Laurel Jamison-Wilson, Mike Barr, Rachel Carroll

1. AP Academy Professional Development Series

- a. Michael opened the meeting stating the Office of Academic Services and Engagement (ASE) hosts virtual sessions for all APSU adjunct, part-time and temporary instructors to learn more about the university, hone their teaching skills, and network with other faculty and staff on campus. The AP Academy Professional Development Series are held throughout the academic year via Zoom. Sessions are recorded and available on the ASE webpage for those who are unable to attend in person. <https://www.apsu.edu/ase/adjunct-support/prof-dev-series.php>
- b. The group discussed topic ideas for future professional development series. The team discussed having a session on Registrar information, highlighting grades including the I, IP, FA and FN grades.
- c. It was expressed in the meeting that adjuncts have a hard time with students writing emails. It was suggested guideline resources be created for students. The group also discussed help with excel. Faulkner stated that they can utilize the Student Success Skills in Tutor.com. It was noted that to utilize this tool they will need to access tutor.com through the learning management system, D2L.
- d. The group reviewed the session times for the Professional Development Series. It was suggested to have the series during evening hours (not on Wednesday) and maybe shorter sessions. The group said a survey may be beneficial.

2. AP Academy Newsletter

- a. The group discussed topic ideas for the newsletter. It was suggested the newsletter include a resources page. The page would consist of Registrar information including grading, how to get students to engage and respond, software adjuncts have access to and other campus resources available.
 - i. The group had a discussion on student evaluations. It was stated evaluations are sent to the students about three weeks before the course ends. An idea was to have a survey around mid-term for students give feedback. Another idea was to create an open discussion board post for students to leave feedback or address any questions/concerns. The post can be made anonymously.
 1. It was noted that adjuncts have access to Qualtrics for surveys.



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3. Pedagogy of Care

- a. Michael stated APSU is planning a Pedagogy of Care mini-conference. It was noted the conference should provide an in-person and virtual option for the guest. For more information on Pedagogy of Care visit https://apsu.edu/academic-affairs/faculty/faculty_resources/A_Pedagogy_of_Care.pdf

4. Adjunct Guidebook

- a. Michael presented the table of contents for the Adjunct Guidebook that ASE is currently working on. The following suggested were made:
 - i. Have a separate section for Distance Education- Michael will have meeting with Faulkner to discuss
 - ii. Guides- including academic alert
 - iii. Student Research
 - iv. Internship process
 - v. Letters of recommendation
- b. Michael stated the goal is to have the adjunct handbook completed by May.

Next Meeting: TBD